

The meeting was held at Otley Bowls Club

Present:

Clerk: Mrs Mary Hunt
Chairman: Mr Anthony Ling (AL)
Councillors: Mr Martin Hunt (MH)
Mrs Emma Flint (EF)
Mr Mike Bowers (MB)
Mr Gavin Grant (GG)
Mrs Claire Gasson (CG)
Mr Miles Ellis (ME)

The meeting opened at 7.36pm following on from the APM Meeting.

Members of the public in attendance: One

1. Nomination to Chair Meeting – MB was proposed by GC and Seconded by CG by All Favour

2. Acceptance of Office - Chairperson - Having been proposed and seconded. **It was resolved** that MB would be the Chairperson for Otley Parish Council. All in favour. Declaration of Acceptance of Office was signed. In accepting the post of Chairperson MB thanked AL for his years of service to the Parish Council and guidance in order for them to take over the role.

3. Appointment of Officers - Vice Chairman was proposed by EF and seconded by MH **It was resolved** that AL would be Vice Chairman of Otley Parish Council – All in favour.

Otley Community Council representative - Rotating* Between the Chairperson and Councillors.

SALC representative – MB & AL

Responsible Finance Officer - Mary Hunt Clerk* (It was noted the Mary Hunt was re-elected as RFO.)

Proposed by ME and Seconded by CG

Service Administrator - Mary Hunt Clerk*

Emergency Planning Officer – Abigail Lord, Miles Ellis and Clerk. (It was noted that the Clerk would receive emails and information relating to an emergency situation from the relevant authorities such as East Suffolk Council and Suffolk County Council.)

Finance Group - MH, AL, MB, GG* (Meets once a year in November to set Budget for following year before it is then presented to full council).

Planning Group - AL, MB, CG, GG, ME (Meet as and when necessary to discuss relevant Planning Applications).

Rights of Way – ME

Delegated Human Resources Person – MB & AL

(* Voting en bloc, all in favour). **It was resolved** that all Officers and Sub-Committees are appointed as above as good practice for this financial year. Declaration of Acceptance of Office forms were signed where relevant. Proposed by GG and Seconded by AL - **All in Favour**.

4. Chairperson's Welcome and Apologies for absence - Apologies for absence have been received from District Councillors Dan Clery & Colin Hedgley. These were previously accepted at the APM.

5. To receive member's declarations of interest to items on agenda – ME declared an interest as their relative in interested to join the Parish Council

6. To co-opt a Member to the Councillor – Mrs Jenny Ellis was proposed by AL and Seconded by GG – All in Favour.

7. Public Forum (for any matters on the agenda) – None

8. To sign minutes of Parish Council Meeting held on 17th March – These minutes had previously been circulated prior to this meeting and were agreed and signed by MB as a true record. Proposed by MH and Seconded by CG

9. To receive reports from County and District Councillors – These were previously circulated to Councillors prior to this meeting.

10. Matters Arising – To receive progress on the following -

a) Neighbourhood Plan – The Parish Council had a choice of three Independent Examiners to pick from, the person chosen has proved to be supportive. They have looked at the documentation / plan, carried out a site visit, and come back with a few comments.

Both the Parish Council and East Suffolk Council now need to reply to the Examiners comments. East Suffolk Council will be sending theirs by the end of this week after these have been received the PC will then send their replies. Once this part of the process is completed the next stage will be the Referendum where all households will have the opportunity to vote on the plan. A tremendous amount of work has been done to get to this point Thank You to all those who have worked both past and present on this project. The next NP will not be due until 2036.

b) Sport and Play Fund – AL had now completed the application for this fund and sent it to Sarah Shinnie from East Suffolk Council to look over the application to ensure it fits all the criteria. She has now sent this onto the department that releases the money. It is hoped that this should happen within the next few weeks. The plan is that the Gym Equipment will be purchased first, the Car Park to be done during the School Summer holidays, then the slide and finally the all inclusive roundabout. Hopefully everything will be completed by the end of the year.

c) Village Hall Roof – The roof has been completed, the final clear up / scaffolding should be removed by the end of the week. The bins with the Asbestos should also be removed by the weekend. A thick 120mm layer of insulation and good drainage are all in place. A good job was done by the contractors. A discussion took place around the £3,000 contingency that was previously agreed in principle from the Parish Council general funds, it is likely that this money will now be needed to help complete the costs of the roofing project.

So far the cost of replacing the roof will be covered using all the PC's CIL money £39,885.15. All the Demolition works will be paid for by the Community Council at a cost of £10,000 plus VAT.

There is likely to be a short fall with the Asbestos bill which can be split between the Community Council and the Parish Council, to cover this it was proposed that up to £3,000 from the PC general funds would be made available to cover this, Proposed by GC and Seconded by MH All in Favour.

d) Deer Signs – Clerk completed a survey regarding incidence with Deer, this was collated and sent to Highways as evidence to have signs put up. The response was that we could have some Deer signs but the Parish Council would have to pay for them at a cost of £1,500 to £2,000 for a set of signs, one in each direction. We cannot have temporary signs unless they are on someone's land, if temporary signs are put on the public highway, highways will remove them. At the moment the Parish Council does not have the funds available to pay for these signs, but would consider it at a later time. In the meantime the Clerk will put a note on Village Facebook Page to explain that this. They will also approach our District Councillors and County Councillors to see if they have any grants available towards these costs.

11. Other Matters

a) Request from Community First Response for funding of the phone /annual license at a cost of £250. Proposed AL and Seconded MH

12) Finance – To Authorise BACS payments, acknowledge any receipts received and payment made since last meeting.

a) To agree Clerks Salary for March & April 2025 = 32 hours at agreed hourly rate = £416 Proposed by GG and Seconded by CG

b) Clerk requests the following stationary (Set of ink jet cartridges and 1 ream of paper) @ cost of approximately £100 Proposed by ME and Seconded by EF

c) To agree Annual SALC Membership Subscription for 2025/2026 = £348.84 (Increase of £8.18 from last year) Proposed by MH and Seconded by GG

d) To agree cost of Hire of Village Hall from November 2024 to March 2025 = £67.50 Proposed by EF and Seconded by ME

e) To agree cost of Hire of Otley Bowls Club for this meeting APM and AGM = £ 30.00 Proposed by AL and Seconded by MH

f) The internal Audit has been completed by SALC – Audit report was circulated prior to this meeting. External Audit via PKL Due to income being over £25,000 last year.

g) To agree dates for period of exercise of public rights. 30th June - 8th August 2025

h) To sign of CIL Report from 1st April 2024 to 31st March 2025 -

i) To receive financial report from the RFO previously shared at APM.

j) Acceptance of End of Year Accounts and Annual Governance Statement (Documents for AGAR) were read out by Chairperson signed by them and Clerk

k) Annual Significant Variance Report and other documents relating to end of Year.

VAT claim for £624.00 has been submitted and received on 16th April 2025 into the Community Account.

CIL money of £1,847.73 was received into the Business Account on 25th April 2025

Precept paid in one lump sum of £6,221.55 was received on into the Business Account on 30th April 2025

Since the last meeting the following payments have been made -

Clerks Salary for January and February = £312.00

Donation to East Anglian Air Ambulance = £100

Donation to Disability Advice Service = £100

Donation the St Mary's Hand Bells = £625

The Parish Council has received Thank you letters from the Donations to the East Anglian Air Ambulance, Disability Advice Service and a detailed Thank you from St Mary's Hand Bells signed by all the present members of the group, these messages were read out at this meeting.

To be advised of Bank Balances for the Parish Council Accounts – Community Account = £837.83 & Business Account = £53,403.66

13) PLANNING MATTERS

DC/24/4559/VOC

Address: The Old Barn Wood Farm Helmingham Road Otley Ipswich Suffolk IP6 9NS

Proposal: Variation of Condition 2 of DC/23/0369/FUL- Conversion of a redundant building to 2 semi-detached dwellings, red line boundary, parking and EV charging points -Dwelling layout adjusted, porch added and other minor amendments. The Parish Council submitted a No Objection to this application. **Application Permitted 4th April 2025**

DC/24/4253/FUL

Address: Otley College Of Agriculture And Horticulture Charity Lane Otley Suffolk

Proposal: HGV training facility for Otley College for HGV's up to 18.75m. The Parish Council have Objected to this application.

Awaiting Decision. Councillors requested that Clerk contact District Councillor Colin Hedgely to check if this planning application has gone to committee. Clerk to email Colin to ask this and also raise the Parish Councils concerns regarding vehicles turning right and the danger of learner drivers turning out onto the B1078.

DC/25/0646/FUL

Address: **Meadow View Cottage 1 Charity Cottages Swilland Road Otley Ipswich Suffolk IP6 9NE**

Proposal: Retrospective application -To retain existing track – No Objection from Councillors. Containers to be removed.

Application Permitted 10th April 2025

DC/25/1478/ARM Approval of Reserved Matters of DC/23/2323/OUT

Address: Browngates Ashbocking Road Swilland Ipswich Suffolk IP6 9LJ

Proposal :Outline Application (with some Matters Reserved)- Construction of 3 Bungalows and Garages on land to the south and west of Browngates- Condition 2, 4, 5, 7 10, 11, 12, 13, 15. Awaiting Response from Councillors. A No Objection was put in for this application.

14.)HIGHWAYS MATTERS

Discuss request to extend 30MPH Speed limit from Otley Bottoms into the village – The Cattery going out of Village to beyond the junction. Clerk to contact Highway Department to make request.

15.) RIGHTS OF WAY / FOOTPATHS -

Reference number 00519512 Reported on 10/5/2025 Hall Lane, Otley Footpath 11 Otley Parish Council report that this bridge is inadequate.

Reference number is 00519513 Reported on 10/5/2025 Church Road Otley Missing signpost fingers opposite High House Road. Missing since 2011

16.) SPEED WATCH & SID RESULTS – MH reported that the Newer SID has been moved to just past Newlands and the old SID is now at the site near the pub. The data does not change a great deal. Along the Helmingham Road the data show the 85% centile at 36.8 mph, the highest speed was 75 mph. Regarding the amount of traffic coming into the village via Helmingham Road the average for a week day is 770 and at weekends just under 700.

17.) COMMUNITY COUNCIL REPORT – Previously presented at the APM. The next event is the Fete on the 5th July 2025. Clerk to re-do the rota for the Parish Council stall to 45 minutes slots and re-circulate to Councillors who have agreed to run the stall.

18.) COUNCILLORS REPORTS & ITEMS FOR FUTURE AGENDAS

Future Agenda items – Westerfield Quarry the planning application has not been put in yet. CG to find out more about the Action Group and report back at next meeting. GG is already on their email circulation list.

Date of next meeting Monday 21st July 2025 Otley Village Hall Back Room.

Meeting finished – 8.45pm